

Transfer In Leave

Introduction

In EHRP, when an employee transfers to HHS from another Federal agency, it is critical to document their accrued leave balances. Transfer-in leave data must be entered on the **Transfer In Data?** hyperlink from the **Data Control** page. When an official form is received (i.e. SF-1150), the leave accrual action must be entered using the NOA 910-0. To document unofficial leave for a transfer, NOA 910-1 is used.

Navigational Path



Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

Or

Access the item using the Worklist.

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Procedure

The following steps detail the procedure for processing Accrued Leave Balances for an employee who has transferred to HHS:

1

Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

The **Find an Existing Value** page appears.

Find an Existing Value

Search By:

EmplID:

[Advanced Search](#)

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

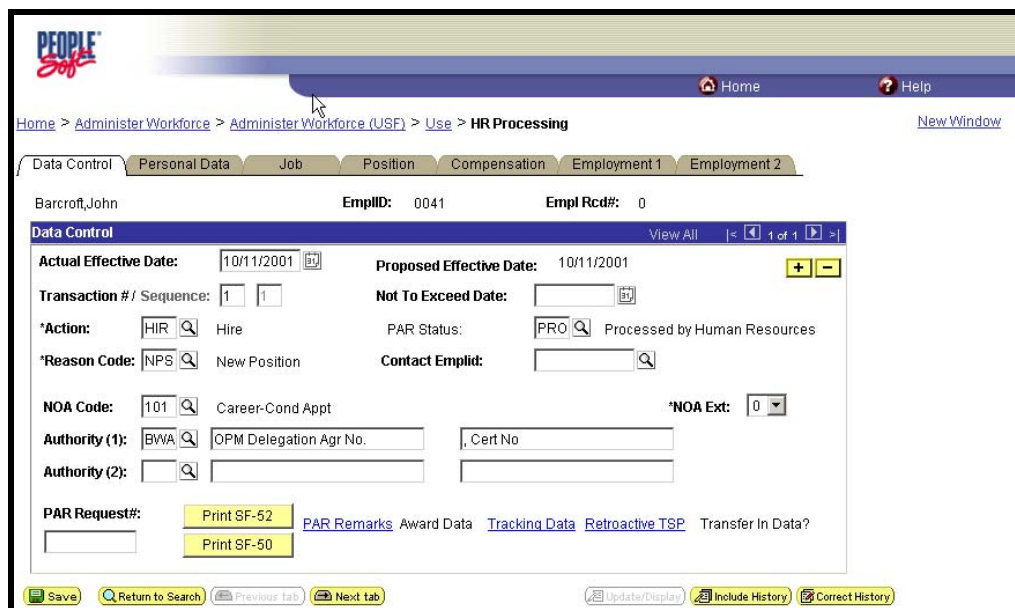
Empl Rcd Nbr
EmplID
Last Name
Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the appropriate employee.

The following **Data Control** page appears:



PEOPLE SOFT

Home Help

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Barcroft, John EmplID: 0041 Empl Rcd#: 0

Data Control View All 1 of 1

Actual Effective Date: 10/11/2001 Proposed Effective Date: 10/11/2001

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: NPS New Position Contact EmplID:

NOA Code: 101 Career-Cond Appt *NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. Cert No


Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

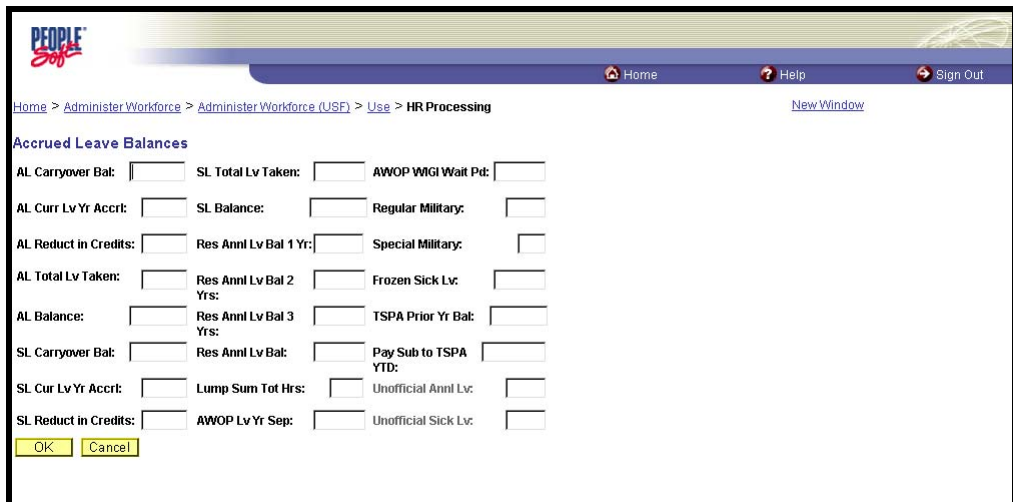
Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the  in the **Data Control** box to insert another row into the employee's record.
- 7 In the **Actual Effective Date** field, type the date the action is to become effective in the system.
- 8 In the **Action Code** field, enter "DTA" (Data Change).
- 9 Enter "PRA" (Payroll Related Action) in the **Reason Code** field.
- 10 In the **NOA (Nature of Action) Code** field, enter "910."
- 11 In the **NOA Ext (Extension)** field enter "0."
NOTE: Use NOA Extension "0" when using SF-1150 for official documentation of transfer-in leave, "1" if documenting unofficial leave.
- 12 Click the **Transfer In Data?** hyperlink.

The following **Accrued Leave Balances** page appears:


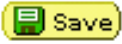


- 13 Enter the employee's annual leave carryover balance in the **AL Carryover Bal** field.
- 14 Enter the employee's annual leave accrual for the current year in the **AL Curr Lv Yr Accr** field.
- 15 Enter the employees's annual leave reduction in credits in **the AL Reduct in Credits** field.
- 16 Enter the employee's annual total leave taken in the **AL Total Lv Taken** field.



- 17 Enter the employee's annual leave balance in the **AL Balance** field.
- 18 Enter the employee's Sick leave carryover balance in the **SL Carryover Bal** field.
- 19 Enter the employee's sick leave accrual to the current year in the **SL Cur LvYr Accrl** field.
- 20 Enter the employee's sick leave reduction in credits in the **SL Reduct in Credits** field.
- 21 Enter the employee's total sick leave taken in the **SL Total Lv Taken** field.
- 22 Enter the employee's sick leave balance in the **SL Balance** field.
- 23 Enter the employee's restored annual leave balance from last year in the **Res Annl Lv Bal 1 Yr** field.
- 24 Enter the employee's restored annual leave balance from 2 years ago in the **Res Annl Lv Bal 2 Yrs** field.
- 25 Enter the employee's restored annual leave balance from 3 years ago in the **Res Annl Lv Bal 3 Yrs** field.
- 26 Enter the employee's restored annual leave balance from more than 3 years ago in the **Res Annl Lv Bal** field.
- 27 Enter the employee's lump sum total hours paid in the **Lump Sum Tot Hrs** field.
- 28 Enter the employee's absence without pay leave year separated in the **AWOP Lv Yr Sep** field.
- 29 Enter the employee's absence without pay within grade increase waiting period in the **AWOP WIGI Wait Pd** field.
- 30 Enter the employee's **Regular Military** leave.
- 31 Enter the employee's **Special Military** leave.
- 32 Enter the employee's **Frozen Sick Lv** (leave).
- 33 Enter the employee's **TSPA Prior Year Balance**.



- 34 Enter the employee's pay subject to TSPA year to date in the **Pay Sub to TSPA YTD** field to insure the employee does not exceed TSP limits.
- 35 Click  to return to the Data Control page.
- 36 Change the **PAR Status** according to your role.
- 37 Click  .

